



8th Grade Slide Presentation

Google Apps

Students will....

- explore various career clusters with Ms. Kristin
 - survey themselves for likes and skill sets on several online tools- determine job clusters
 - create a collaborative slideshow of what their choices are to share with an image, link and text
1. Sign into gmail account at google.dpsk12.net
 2. FILE , NEW TAB, library website, digital literacy class, 8th grade
 3. Scroll down to link of collaborative document, click
 4. You should see your email address in the upper right corner and be able to view document (This lets us know who is writing and doing what)
 5. Insert slide – this will be blank
 6. Type your first name into the text box – Capital letter please – no last names
 7. Move it, format it, place it
 8. FILE/ NEW TAB/ google /images/ locate and image that goes with your possible career choice, click on it to open, **click on view image** to put it in a box you can access, drag to desktop, remember to make your window smaller
 9. Go back to tab of document
 10. Drag image from desktop into your slide – adjust size and placement accordingly
 11. Insert a text box – type a sentence or two about **why** you would like to pursue this career choice
 12. Go to Google tab and search for a website that gives you information on your job or a resource to assist you – copy and paste the URL -Highlight, Command C
 13. Insert a text box, type a word , insert LINK, Command V to paste the link
 14. If you want boxes on top of each other, select what you want in front, Arrange/ ORDER /BRING TO FRONT – these work like paper piled up on each other, you can manipulate them like papers

Congratulations !! You just collaborated on your first document, I will close it and post in on our class website

- Later we will add links of your top 3 college choices websites
- Occupational Outlook Handbook – post PDF
- Key Search terms for career resources?
- Invite Kristin, Lindsey, Tiffany, Mary, Susan to add a slide as well